



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND
FORT MCPHERSON, GEORGIA 30330-6000

REPLY TO
ATTENTION OF

AFLG-PRO

25 Nov 96

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 97-9:
Establishment of CBDNet

1. Reference U.S. Department of Commerce memorandum, undated, subject: CBDNet, enclosed with attachment.

2. Reference memorandum provides information on the establishment of CBDNet, a service of the Government Printing Office which provides for four different ways of submitting Commerce Business Daily (CBD) synopses:

- Email to Government Printing Office (GPO)
- Existing service providers (including CBD Express)
- Directly to the GPO site on the World Wide Web (WWW)
- Hard copy mailed to GPO

3. Beginning 29 Nov 96, the three electronic forms of submission will be billed at \$5 per synopsis. Hard copy submission will be billed at \$18 per synopsis.


4. Sites may continue to post and view CBD synopses through SAACONS CBD (APRAO Gateway) at the reduced rate of \$5 per synopsis, or may elect to submit synopses by email or direct posting to the GPO Access Web site at the same rate. Instructions for submission in all media, including formats and addresses, are detailed in the attachment to the enclosed memorandum.

5. Beginning 3 Jan 97, vendors and Government personnel can view CBD notices posted through CBDNet free of charge as well as in print in the CBD. Additional advantages of email and World Wide Web submissions are near-real time posting and viewing of accepted submissions.

AFLG-PRO

SUBJECT: Establishment of CBDNet and New Submission Procedures

6. Address any questions to Roy Marr at DSN 367-7140 or email
marrrr@ftmcpn-emhl.army.mil.



TONI M. GAINES
Chief, Contracting Division, DCSL&R
Principal Assistant Responsible
for Contracting

DISTRIBUTION:

Atlanta Army Contracting Center, ATTN: AFLG-PRC
Commanders,
I Corps and Fort Lewis, ATTN: AFZH-DOC, Box 33931
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XVIII Abn Corps & Fort Bragg, ATTN: AFZA-DOC
3rd Inf Div (Mech) & Fort Stewart, ATTN: AFZP-DC
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Joint Readiness Training Center & Fort Polk, ATTN: AFZX-DOC
Fort Riley, ATTN: AFZN-DOC
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Fort McCoy, ATTN: AFZR-DOC
Fort Buchanan, ATTN: AFZK-DOC-B
Fort Indiantown Gap, ATTN: AFKA-ZQ-DOC
Charles E. Kelly Support Facility, ATTN: AFKA-CK-C



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer
Assistant Secretary for Administration
Washington, D.C. 20230

MEMORANDUM FOR ALL FEDERAL PROCUREMENT OFFICES

FROM Kenneth J. Buck *KJ Buck*
Acting Director for Acquisition Management
and Procurement Executive

SUBJECT CBDNet

Recently a historic alliance was struck between the Department of Commerce (DoC) and the Government Printing Office (GPO). The purpose of this alliance is to make the Commerce Business Daily (CBD) available on the Internet (<http://cbdnet.access.gpo.gov>). This service will provide free public access to the information contained in the CBD while providing agencies the ability to post synopses directly to the CBD (in real-time). No more waiting for days to find out if a synopsis really has been posted, no more searching the printed copy for your notice, no more notices returned by mail days after they were transmitted, and on November 29, 1996 the price for each synopsis submitted electronically drops from \$18.00 to \$5.00! Hardcopy submissions will continue at \$18.00, but there is a new mailing address for these submissions.

The reinvented CBD will support four methods of synopsis transmission:

- E-Mail
- Existing service providers (Softshare, AT&T, CBD Express etc.)
- Submission directly through the World Wide Web (WWW) using any standard browser
- Paper copy submission (manuscript)

A pilot for Federal agencies began on October 14, and will continue throughout November. Due to the current role GPO plays in the CBD program, the transition to the CBDNet will require almost no effort on your part. Simply follow the attached instructions to submit your notices through CBDNet beginning on November 29, 1996. The submission service providers currently assisting agencies in the submission process have received a separate set of instructions and have already begun preparations to submit notices in the format required under CBDNet.

Beginning January 3, 1997 notices submitted through CBDNet will be available on-line as well as appearing in the printed version of CBD. This resource will provide the public with a searchable database of all current CBD notices and a historical database of notices that are no longer current. Federal agencies

5010-107-01-0000

NOV 29 1996

will be able to post synopses in real-time through CBDNet and will be able to retrieve these notices from the database as soon as they are accepted. Submitters can make a printed copy of the acceptance, which includes a submission notice number and a copy of the notice as it will appear in CBD with the date and time of posting

If you wish to take advantage of CBDNet, follow the attached instructions to obtain the password for your organization by calling toll-free 1-800-567-8476 (outside the D.C. metropolitan area) or locally 202-512-2083 (within the D.C. area). All other questions regarding CBDNet can be answered by contacting the GPO Access User Support Team via e-mail: cbd-support@gpo.gov or by calling toll-free: 1-888-293-6498 between 7:00 a.m. and 5:00 p.m. EST.

Attachment

CBDNet Submission Instructions

I. Preliminary Requirements

- A. Regardless of the method used to submit CBD notices, the success of the entire CBD submission, publication, and billing process is dependent upon the use of a valid CBD billing address code (CBAC). All current CBD advertisers have a previously assigned CBAC. Any contracting offices wishing to publish in the CBD for the first time must call GPO's Accounts Receivable Section and request a CBAC. *This office also handles any billing questions and can be reached Monday through Thursday from 7:30 a.m. - 5:00 p.m. EST at:*

Toll Free	1-800 567-8476
Local	202-512-2083

B. Obtaining a Password

**Passwords are required only for CBD notice submissions via the WWW and direct email submissions to GPO.*

1. **Current CBD Contracting Offices:** If you have already been assigned a CBAC, call GPO's Accounts Receivable Section, Monday through Thursday between 7:30 a.m. and 5:00 p.m. EST (1-800-567-8476) to obtain your password. You will be asked to specify your official office address for CBD notices. This is a permanent street address for your office, and cannot be altered each time you submit another notice.
2. **Prospective CBD Contracting Offices:** If you have not been assigned a CBAC, call GPO's Accounts Receivable Section, Monday through Thursday between 7:30 a.m. and 5:00 p.m. EST (1-800-567-8476) to obtain both your CBAC and your password. You are required to provide your office address and billing address, if the two are different.

II. Specific Instructions for each Submission Method

A. Submitting Interactively on GPO's CBD WWW Site

1. To submit notices via the WWW point to the following URL:

<http://cbdnet.access.gpo.gov>

2. The charge for each notice submitted via the WWW is \$5.00.

3. Submissions via the WWW received at GPO by 4 p.m. will be given priority consideration, within production constraints, for inclusion in the printed CBD the following day.

4. Submission Procedure

- a. Select the link "Enter a Notice" on the CBD CBAC/Password web page (<http://cbdnet.access.gpo.gov/password.html>) This page will, for security purposes, prompt you to type in your CBAC number and the password assigned by the GPO Accounts Receivable Office in the appropriate boxes. In addition, you will be asked to choose a submission type from a pull-down menu (Presolicitation Notice, Award Notice, Modification to a Previous Presolicitation Notice, Sources Sought Notice, Foreign Government Standard, Special Notice, or Sale of Surplus Property).
- b. After your CBAC and password are accepted, and a submission type is selected, a data entry screen for you notice type will appear. Complete all fields and click on the "submit" button. Note: You must complete all required fields in order for your submission to be accepted.

**Please note the number that is assigned to your web submission for reference purposes.*

5. If an error is detected in the data submitted, GPO will return it with "****error****" added to the field where the error occurred.

B. Submitting via Commercial Email Online Service Providers

1. Submit notices directly to your service provider.
2. GPO's charge for each notice submitted via email is \$5.00.
3. Submissions via email received at GPO by 4 p.m. will be given priority consideration, within production constraints, for inclusion in the printed CBD the following day.
4. Instructions for formatting submissions will be provided by your email service provider.
5. If an error is detected in the data submitted, GPO will return it with "****error****" added to the field where the error occurred.

C. Submitting via Internet Email (directly to GPO)

1. If you wish to submit notices via email, send the notice in ASCII text format with the text of the notice embedded in the email message. (Do NOT send notices as attachments.) To submit notices via email directly to GPO use the following email address:

cbd-submit@gpo.gov

2. GPO's charge to agencies for each notice submitted via email is \$5.00.
3. Submissions via email received at GPO by 4 p.m. will be given priority consideration, within production constraints, for inclusion in the printed CBD the following day.
4. Follow the tagging scheme for the appropriate submission type (Presolicitation Notice, Award Notice, Modification to a Previous Presolicitation Notice, Sources Sought Notice, Foreign Government Standard, Special Notice, or Sale of Surplus Property) as shown in Attachments A-G. These examples show the maximum number of fields allowed for each type of request (all required and optional fields).

A list and description of each field is included as the last Attachment.

**Multiple submissions may be sent in one email message as long as the required tagging scheme is followed and each notice is complete.*

5. If an error is detected in the data submitted, GPO will return it with "****error****" added to the field where the error occurred.

D. Submitting in Manuscript Form

1. To submit notices in manuscript form to GPO send to:

**Commerce Business Daily
U.S. Government Printing Office
P.O. Box 77880
Washington, DC 20013-8880**

2. The charge for each notice submitted in manuscript form is \$18.00.

3. Manuscript submissions will appear in the printed CBD within 48 hours following receipt by GPO. Any excess copy will appear in the next consecutive CBD issue.
4. The format of manuscript submissions should follow the tagging scheme shown in Attachments A-G. Fields are defined in the last Attachment.

The *GPO Access* User Support Team will be available to answer any questions or address any concerns you may have regarding *CBDNet*. They are available via:

- Telephone: 1-888-293-6498, M-F from 7 a.m.-5 p.m., except for Federal holidays.
- FAX: 202-512-1262
- E-Mail: cbd-support@gpo.gov

Detailed Tagging Scheme for a Presolicitation Notice

<PRESOL>
<DATE>0521
<YEAR>93
<CBAC>GPO123456
<PASSWORD>RJMTNP
<ZIP>22030
<CLASSCOD>B

<OFFADD>Office of Environmental Studies; 1323 Y Street; Washington, DC 22030

<SUBJECT>B--ENERGY AND ENVIRONMENTAL SERVICES KNOWLEDGE DEVELOPMENT
AND DISSEMINATION ACTIVITIES REGARDING THE HOMELESS MENTALLY ILL
POPULATION

<SOLNBR> 208-94-0008

<RESPDATE> 061394

<CONTACT> Point of Contact - Mary Ann Deal, Contract Specialist,
301-443-5329, Contracting Officer - Beatrice L. Woods,
301-443-0043

<DESC>The Center for Mental Health Services is soliciting
proposals on a full and open competitive basis from qualified
organizations to award a 3 year contract to develop and
disseminate new knowledge about effective approaches to providing
comprehensive community-based services to persons with serious
mental illnesses who are homeless.

<LINK>
<URL><http://www.abc.gov>
<DESC>Center for Mental Health

<EMAIL>
<ADDRESS>johndoe@usa.gov
<DESC>Center for Mental Health

</PRESOL>

Detailed Tagging Scheme for an Award Notice

<AWARD>
<DATE>0521
<YEAR>93
<CBAC>GPO123456
<PASSWORD>RJMTNP
<ZIP>22030
<CLASSCOD>A

<OFFADD>Defense Electronics Supply Center, 1507 Wilmington Pike, Dayton, OH 22030

<SUBJECT>A--AMPLIFIER, INTERMEDIATE FREQUENCY

<CONTACT> Michele A Martin, Contract Specialist, Defense Electronics Supply Center (405)123-4567

<AWDNBR>SP0970-94-C-2102/SP0900-93-R-B419

<AWDAMT>\$89,856.00

<LINENBR> 0001

<AWDDATE> 040794

<AWARDEE> St Olektron Corp, Sub Of Signal Technologies, 28 Tozer Rd, Beverly MA 01915-5579

<LINK>
<URL><http://www.fed.gov.gov>
<DESC>Defense Electronics Supply Center

<EMAIL>
<ADDRESS> johndoe@usa.gov
<DESC>Defense Electronics Supply Center

</AWARD>

**Detailed Tagging Scheme for a
Modification to a Previous Presolicitation Notice:**

<MOD>
<DATE>0521
<YEAR>93
<CBAC>GPO123456
<PASSWORD>RJMTNP
<CLASSCOD>B

<OFFADD>Office of Environmental Studies; 1323 Y Street; Washington, DC 22030

<SUBJECT>B--ENERGY AND ENVIRONMENTAL SERVICES KNOWLEDGE DEVELOPMENT
AND DISSEMINATION ACTIVITIES REGARDING THE HOMELESS MENTALLY ILL
POPULATION

<SOLNBR> 208-94-0008

<RESPDATE> 061394

<CONTACT> Point of Contact - Mary Ann Deal, Contract Specialist,
301-443-5329. Contracting Officer - Beatrice L. Woods,
301-443-0043

<DESC>The Center for Mental Health Services is soliciting proposals on a full and open competitive basis from qualified organizations to award a 3 year contract to develop and disseminate new knowledge about effective approaches to providing comprehensive community-based services to persons with serious mental illnesses who are homeless. The priority audience to benefit from these activities are program grantees receiving demonstration or formula grants who must have access to state-of-the-art knowledge about services to homeless persons with mental illnesses. The offeror must be knowledgeable and have a track record of accomplishments in providing technical assistance at the State and local service delivery level related to homelessness and serious mental illness, including study methodology, service delivery, program administration, and application of results. The successful offeror must be knowledgeable concerning the clinical characteristics of the population, individual and organizational services providers who deliver traditional or innovative services, published and unpublished researchers who are contributing to the scientific literature on the population and services, and the consumer movement as it relates to homelessness. The contract will provide on-site consultation to designated demonstration grantees, support limited training in service and administrative issues related to programs for persons with serious mental illnesses who are homeless, support a bibliographic data base, develop state-of-the-art substantive papers on service delivery to the population, and convene workshops to advance services policy formulation. It is essential that the personnel involved in this contract exhibit competencies appropriate to the unique needs and complexities of homeless persons who have serious mental illnesses. Input and involvement from providers at the State and local levels, researchers, and consumers of services to homeless persons with serious mental illnesses will be essential to the success of the contract. Estimated issuance date of RFP No. 280-94-0008 is May 2 1994 and responses are due to be

received in the Contracting Office approximately 45 calendar days thereafter. Requests for copies of solicitations will be honored if received within twenty calendar days after issuance of the solicitation. Requests received after this period will be filled on a first-come, first-served basis until the supply is exhausted; however, there is no assurance that copies requested after the twentieth day will reach the requester before the due date for receipt of responses. Requests shall be forwarded to the attention of Mary Ann Deal, Contract Specialist, Contracts Management Unit, Center for Mental Health Services, 5600 Fishers Lane, Parklawn Building, Room 15-81, Rockville, Maryland 20857. Telephone requests will not be honored.

<LINK>

<URL><http://www.ghi.gov>

<DESC>Center for Mental Health

<EMAIL>

<ADDRESS> johndoe@usa.gov

<DESC>Center for Mental Health

</MOD>

Detailed Tagging Scheme for a Sources Sought Notice

<SRCSGT>
<DATE>0521
<YEAR>93
<CBAC>GPO123456
<PASSWORD>RJMTNP
<ZIP>22030
<CLASSCOD>B

<OFFADD>Office of Environmental Studies; 1323 Y Street; Washington, DC 22030

<SUBJECT>B -ENERGY AND ENVIRONMENTAL SERVICES KNOWLEDGE DEVELOPMENT
AND DISSEMINATION ACTIVITIES REGARDING THE HOMELESS MENTALLY ILL
POPULATION

<SOLNBR> 208-94-0008

<RESPDATE> 061394

<CONTACT> Point of Contact - Mary Ann Deal, Contract Specialist,
301-443-5329, Contracting Officer - Beatrice L. Woods,
301-443-0043

<DESC>CORRECTION: This action previously published in the Commerce Business Daily is hereby
corrected to add the following statement: "This acquisition is unrestricted and open to both small and large
business concerns."

<LINK>
<URL><http://www.jkl.gov>
<DESC>Office of Environmental Studies

<EMAIL>
<ADDRESS> johndoe@usa.gov
<DESC>Office of Environmental Studies

</SRCSGT>

Detailed Tagging Scheme for a Special Notice

<SNOTE>
<DATE>0521
<YEAR>93
<CBAC>GPO123456
<PASSWORD>RJMTNP
<SUBJECT>THE DEPT. OF THE TREASURY TECHNOLOGY EXPO: WASHINGTON, D.C.
TUESDAY, JULY 30, 1996
<DESC>A one day technology exhibit will be held at the Department of the Treasury/IRS on July 30, 1996, from 10:00am to 2:00pm. Some of the technologies requested include: INFOSEC, distributive information systems, Internet, CD-ROM, imaging, barcoding, document management, communications, and computer-based training. For more information on requested technologies or exhibit registration, please contact Tina Hose at (800)878-2940 at extension 212.

<LINK>
<URL><http://www.mno.gov>
<DESC>Treasury Technology Expo

<EMAIL>
<ADDRESS> johndoe@usa.gov
<DESC>Treasury Technology Expo

</SNOTE>

Detailed Tagging Scheme for a Foreign Government Standard

<FSTD>
<DATE>0521
<YEAR>93
<CBAC>GPO123456
<PASSWORD>RJMTNP
<SUBJECT>EUROPEAN COMMUNITY: HOUSEHOLD LAMPS
<DESC>The following notification is being circulated in accordance with Article 10.6.
G/TBT/Notif.96.235. 1. Member to Agreement notifying: European community. If applicable, name of
local government involved (Articles 3.2 and 7.2): 2. Agency responsible: European Commission. Agency
or authority designated to handle comments regarding the notification can be indicated if different from
above.

<LINK>
<URL><http://www.mno.gov>
<DESC>Household lamps

<EMAIL>
<ADDRESS> johndoe@usa.gov
<DESC>Household lamps

</FSTD>

Detailed Tagging Scheme for a Sale of Surplus Property

<SSALE>
<DATE>0624
<YEAR>96
<CBAC>GPO361079
<PASSWORD>RJMTNP
<ZIP>95150

<OFFADD>Litton Applied Technology Division (LATD) for - DCMC-SF, DCMDW-GFOS/PLCO 1265
Borregas Ave. Sunnyvale, CA 95150

<SUBJECT>SEALED BID SALE OF MISCELLANEOUS U.S. GOVERNMENT PROPERTY

<CONTACT>Contact point - Litton Applied Technology 4747 Hellyer Ave., P.O. Bpx 7012, San Jose, CA
95159-7012 Margie Grimm Extension 4198 - Mail Stop No. 114.

<DESC>A public sealed bid of HP computer hardware, military flight and test equipment original
acquisition value of \$1.5M, will be held at LATD's Warehouse. etc. etc.

<LINK>
<URL><http://www.mno.gov>
<DESC>Sealed Bid Sale

<EMAIL>
<ADDRESS> johndoe@usa.gov
<DESC>Sealed Bid Sale

</SSALE>

-

Preparation of Notices to the CBD

1. Action Code

A abbreviation identifying the type of action for the synopsis.
The choices are the following:

<PRESOL>	=	Presolicitation Notice*
<AWARD>	=	Award Notice
<MOD>	=	Modification to a Previous Presolicitation Notice
<SRCSGT>	=	Sources Sought Notice
<SNOTE>	=	Special Notice
<FSTD>	=	Foreign Government Standard
<SSALE>	=	Sale of Surplus Property

** Includes sole source contracts and other proposed contract actions.*

2. Date

Month and day synopsis is submitted. Insert four digits for this term, two digits for the month and two digits for the day (MMDD).

3. Year

Year synopsis is submitted. Insert two digits for the year (1996 will be 96).

4. Government Printing Office (GPO) Billing Account Code

The originating office's account number used by GPO for billing and collection purposes. The field length is nine alpha numeric characters. The first three characters entered are "GPO" and then the following six characters are the numeric account number. Agencies should contact the GPO's Office of the Comptroller on (202) 512-2083 for additional information.

5. Password

For submissions submitted via email or the World Wide Web. For more information see CBDNet instructions for email and Web submissions.

6. Zip Code

The Contracting Office's zip code.

7. Classification Code

Select the correct service or supply that the synopsis should be listed under. Insert either one alphabetic code or a two digit code.

- 8. Office Address** The complete address of the contracting office.
- 9. Subject** Insert the classification code from item 6, two hyphens, and a brief title description of the synopsis.
- 10. Solicitation Number** Your organization's reference number for the synopsis.
Note: This field is required for the Presolicitation and Modification to a Previous Presolicitation Notice.
(Optional for other types of notices)
- 11. Response Date** The deadline for the receipt of bids. Insert a six digit date (September 1, 1996 should be 090196). Leave blank if a definite response date has not been established and insert narrative information in format item number 18 (description).
NOTE: This field is required for the Presolicitation, Modification to a Previous Presolicitation and Sources Sought Notices. *(It is optional for other types of notices)*
- 12. Contact Points** The names and phone numbers of officials to contact in regard to this synopsis.
- 13. Contract Award Number** For awards only, your organization's reference number.
- 14. Contract Award Dollar Amount** For awards only, the value of the contract. Also, insert a "\$" before the digits.
- 15. Contract Line Item Number** For awards only, when appropriate, list the contract's appropriate line item number.
- 16. Contract Award Date** For awards only, insert a six digit date (For example, September 25, 1993 should be 092593).
- 17. Contractor** For awards notices only, the name and address of the awardee.
- 18. Description** The narrative description of the procurement action. Always use grammatically correct capitalization in the item. Never insert the narrative in all uppercase. Do not use this field for award submissions.

19. Link

This field is comprised of two subfields which correspond to each other. As a result, both subfields must be completed.
(optional)

- sublink 1 URL - The Government Agency's WWW URL which will be listed in the background *(invisible to the user)*.
- sublink 2 DESCRIPTION - Visible hypertext provided to the user for linking to the related document.

20. Email

This field is comprised of two subfields which correspond to each other. As a result, both subfields must be completed.
(optional)

- sublink 1 ADDRESS- The Government Agency contact's email address which will be listed in the background *(invisible to the user)*.
- sublink 2 DESCRIPTION - Visible hypertext provided to the user for linking to the related agency contact.

21. Action End Tag

A abbreviation identifying the type of action for the synopsis.
The choices are the following:

- </PRESOL> = Presolicitation Notice*
- </AWARD> = Award Notice
- </MOD> = Modification to a Previous Presolicitation Notice
- </SRCSGT> = Sources Sought Notice
- </SNOTE> = Special Notice
- </FSTD> = Foreign Government Standard
- </SSALE> = Sale of Surplus Property

* Includes sole source contracts and other proposed contract actions.